



<b>POLICY TITLE: Relationship with Resource Parents</b>		<b>PAGE 1 OF 14</b>
<b>CHAPTER: Foster Care</b>		
	<b>CHILD AND FAMILY SERVICES AGENCY</b>  <b>Approved by:</b> _____ Signature of Agency Director	<b>PROFESSIONAL STANDARDS</b>  <b>See Section VIII.</b>
<b>EFFECTIVE DATE:</b>	<b>LATEST REVISION:</b> August 6, 2004	<b>APPROVED BY LEGAL COUNSEL:</b> August 6, 2004

<b>I. AUTHORITY</b>	The Director of the Child and Family Services Agency adopts this policy to be consistent with the Agency's mission and applicable federal and District of Columbia laws, rules and regulations, including, but not limited to, provisions in Title 4 of the D.C. Code, Chapters 59 and 60 of Title 29 of the D.C. Municipal Regulations, and the Modified Final Order and Implementation Plan in <i>LaShawn A. v. Williams</i> .
<b>II. APPLICABILITY</b>	All Agency employees, contracted personnel, and contracted agency personnel.
<b>III. RATIONALE</b>	<p>The purpose of this policy is to clarify the relationship that the Child and Family Services Agency (and therefore its contracted agencies) has with resource parents. For this policy, the term "resource parents" includes foster parents, licensed kinship caregivers, proctor parents, and pre-adoptive parents.</p> <p>Positive relationships between resource parents and the Child and Family Services Agency and contracted agencies are central to achieving the Agency's mission of promoting the safety, permanence, and well being of children and families in the District of Columbia. When an allegation of abuse or neglect is substantiated and a child is removed from his or her home, the child deserves to be with a caregiver who can safely meet the child's needs, provide for the child's well being, and be willing to support efforts to assure permanency. As such, the Agency and its contracted agencies must provide the information, support, and services resource parents need to care for children living in their homes. To provide the best possible care to children in foster care, the Agency and its contracted agencies must make their expectations of resource parents, as members of the family support team, clear from the outset.</p>
<b>IV. POLICY</b>	It is the policy of the Child and Family Services Agency, and therefore its contracted agencies, to engage with resource parents as full members of the family team promoting safety, permanence, and well being for children placed in their care. The Agency and its contracted agencies shall communicate consistently with resource parents and assist resource parents in accessing the services and support they need to uphold their responsibilities of working with children, families, and the Agency or contracted agencies.

<b>V. CONTENTS</b>	<b>A.</b> Information Sharing with Resource Parents <b>B.</b> Services and Supports to Resource Parents <b>C.</b> Resource Parents' Responsibilities <b>D.</b> Reporting Suspected Child Abuse and Neglect <b>E.</b> Rights of Resource Parents <b>F.</b> Resource Parents' Record-Keeping <b>G.</b> Planning with the Agency or Contracted Agency <b>H.</b> Working with the Birth Family <b>I.</b> Placement Changes for a Child in Foster Care <b>J.</b> Positive Discipline <b>K.</b> Health Care <b>L.</b> Clothing and Personal Belongings <b>M.</b> Confidentiality
<b>VI. ATTACHMENTS</b>	<b>A.</b> Placement Passport Packet <b>B.</b> Clothing Inventory
<b>VII. PROCEDURES</b>	<p><b>Procedure A: Information Sharing with Resource Parents</b></p> <p>Complete and timely information sharing is central to assisting resource parents in ensuring the welfare of children in their care. As part of the family team, resource parents must be provided with all available information to allow them to participate fully in the case planning process for children in their care. As caregivers, resource parents need to know as much as possible about the children they will care for and who are in their care to best serve children's health, emotional, and educational needs.</p> <ol style="list-style-type: none"> <li>1. Child and Family Services Agency and contracted agency personnel shall share information as it becomes available to assist resource parents with the following: <ol style="list-style-type: none"> <li>a. Making informed decisions initially about their abilities to meet the needs of the child proposed for placement in the home;</li> <li>b. Understanding the child's behavior at the time of the first meeting and throughout their stay;</li> <li>c. Meeting the child's needs during the placement, as well as understanding the level of care and services required and expected of resource parents; and</li> <li>d. Dealing effectively with problems that may arise in relationships with the child in foster care, or between the child and other children in the home or at school.</li> </ol> </li> <li>2. In addition to ongoing information sharing, the Child and Family Services Agency and contracted agency personnel shall initially share with resource parents as much information as possible through the Placement Passport Packet (<i>see Attachment A</i>), including the following specific information, no more than three business days after placement: <ol style="list-style-type: none"> <li>a. Accurate information about the child, including the reason the child is in foster care;</li> <li>b. Medical records, including immunization records;</li> </ol> </li> </ol>

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Relationship with Resource Parents	Foster Care	2 of 14

	<ul style="list-style-type: none"> <li>c. Educational records;</li> <li>d. Any assessment information;</li> <li>e. Any known special needs; and</li> <li>f. Other information specified in the Placement Passport Packet (see <i>Attachment A</i>).</li> </ul>
	<p><b>Procedure B: Services and Supports to Resource Parents</b></p> <p>Resource parents need ongoing services and supports to care adequately for the children living in their homes. Many children in foster care have unique needs that require services and supports beyond what resource parents can provide on their own. To support safety, help children achieve permanence, and improve children's well being, the Agency and its contracted agencies should provide resource parents with access to the support and services they need to care for children.</p> <ol style="list-style-type: none"> <li>1. Child and Family Services Agency and contracted agency personnel shall provide access to appropriate supportive services that will enable resource parents to meet the unique needs of children in care and deal effectively with problems inherent in the child's adjustment to foster care.</li> <li>2. Supports to resource parents may include: <ul style="list-style-type: none"> <li>a. Crisis intervention services;</li> <li>b. Respite care services;</li> <li>c. Referrals and payment for day care services;</li> <li>d. Coordination of educational services;</li> <li>e. Referrals for transportation assistance for medical appointments through Medicaid;</li> <li>f. Support groups for resource parents;</li> <li>g. Training, including clinical training; and</li> <li>h. Medical and mental health consultation.</li> </ul> </li> </ol>
	<p><b>Procedure C: Resource Parents' Responsibilities</b></p> <p>Resource parents play a crucial role in supporting and providing for the needs of children. Because of the importance of the resource parent's role, the Child and Family Services Agency and its contracted agencies must make expectations clear. Children's safety, permanence, and improved well being depend on resource parents meeting their responsibilities to the children in their care, to birth families, and to the Child and Family Services Agency or contracted agency.</p> <ol style="list-style-type: none"> <li>1. Resource parents shall fulfill the following responsibilities to children in their care: <ul style="list-style-type: none"> <li>a. Support the child's safety and well being;</li> <li>b. Provide parental supervision and guidance appropriate to the child's age and developmental level;</li> </ul> </li> </ol>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	3 of 14

	<ul style="list-style-type: none"> <li>c. Provide daily essentials that are required for the health, comfort, and good grooming of the child, including <ul style="list-style-type: none"> <li>i. A nutritionally balanced diet adequate for the child's needs in growth and development;</li> <li>ii. Adequate shelter; and</li> <li>iii. Clothing proper for the season;</li> </ul> </li> <li>d. Help the child cope with the anxiety of being away from his or her family, and promote the child's self-esteem and positive self-image;</li> <li>e. Respect the child and the child's family;</li> <li>f. Assist in maintaining and improving the child's relationship with her or his family, including with siblings and kin, and support this relationship by helping with family visits, which, with the resource parent's input, may include visits in the resource parent's home;</li> <li>g. Be sensitive to and respect the child's individual needs, tastes, and values, and encourage and support the child's religious beliefs and cultural customs. To protect the child's religious freedom and freedom to engage in her or his cultural customs, a resource parent shall not coerce a child into attending or participating in religious activities or ethnic events against his or her will. The social worker may provide support or identify resources available when issues arise;</li> <li>h. Involve the child in household activities, including family mealtimes, outings, and vacations;</li> <li>i. Accord the child privileges and responsibilities, including chores, consistent with those provided to other children in the household and reasonable to the child's age and ability;</li> <li>j. Establish clear expectations for and limits on behavior, understand and deal with negative behavior in a positive way, and reward good behavior;</li> <li>k. Provide or arrange transportation to and from normal daily activities, including school, sports activities, family visitation, social, religious, ethnic, and cultural events, and other appointments as necessary and as set forth in the child's case plan;</li> <li>l. Participate in the child's educational process, including taking part in selecting and arranging for educational programs, planning with school personnel when problems occur, reporting serious situations to the Agency or contracted agency, and taking part in school activities related to the child's performance;</li> <li>m. Provide structure and daily activities designed to promote the individual physical, social, intellectual, spiritual, and emotional development of the child;</li> <li>n. Help the child develop age-appropriate skills and perform tasks that will promote independence and the ability to care for himself or herself;</li> <li>o. Provide age-appropriate toys and books suitable for the child;</li> <li>p. Provide opportunities for recreational activities that are appropriate to the age and abilities of the child;</li> </ul>
--	---

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	4 of 14

	<ul style="list-style-type: none"><li>q. Participate in the child’s mental, physical, and dental health care, and request and maintain a copy of the record from each health care visit;</li><li>r. Have a plan for the substitute care and supervision of each child by a licensed resource parent or day care provider when the resource parent is absent from the home on a regular basis, such as for employment;</li><li>s. Use only substitute caregivers and babysitters in whom the resource parent has confidence that the person can appropriately care for the child;</li><li>t. Use babysitters mature enough to baby-sit for children safely and who are sixteen years of age or older. Babysitters shall be used for a reasonable amount of time, considering the age and level of functioning of the child; and</li><li>u. Assist in preparing the child to accept her or his permanency plan and any move from the foster home.</li></ul> <p>2. Resource parents shall fulfill the following responsibilities to the Child and Family Services Agency or contracted agency:</p> <ul style="list-style-type: none"><li>a. Participate in training required and approved by the Agency or contracted agency;</li><li>b. Work as a team member in assessing a child’s strengths and needs, and in implementing the child’s case plan;</li><li>c. Make themselves and the child available for regular visits by the social worker;</li><li>d. Keep the Agency or contracted agency aware of the child’s development and adjustment, including any changes in status of the child’s health, education, safety, and general well being;</li><li>e. Attend case reviews and meetings as requested by the Agency or contracted agency;</li><li>f. Notify the Agency or contracted agency for any overnight stay that the resource parent would like the child to make;</li><li>g. Notify the Agency or contracted agency for any trips of more than 100 miles from the District of Columbia that the resource parent would like the child to take;</li><li>h. Because a change in circumstances for a resource parent may affect a child’s safety and well being, resource parents shall notify the Agency or contracted agency immediately of any change or anticipated change for the resource parent or within the home concerning:<ul style="list-style-type: none"><li>i. Employment;</li><li>ii. Child care arrangements;</li><li>iii. Composition of the household;</li><li>iv. Finances;</li><li>v. Residence or telephone number;</li><li>vi. Health status;</li></ul></li></ul>	
<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Relationship with Resource Parents	Foster Care	5 of 14

	<ul style="list-style-type: none"> <li>vii. Marital status;</li> <li>viii. Caring for an adult household member who needs assistance with at least three activities of daily living. The care may only be for a relative of the resource parent, a current or former foster child who is age 18 or older, or another adult with whom the resource parent has close personal or emotional ties. The Agency or contracted agency shall determine in writing whether the child is affected and if the placement is still appropriate;</li> <li>ix. Providing child day care, prior to providing it. The Agency or contracted agency shall determine in writing whether the parent has the physical and emotional strength to be responsible for the day care of one or more children, in addition to what is needed for care and supervision of each foster child in the home; or</li> <li>x. Any other changes which may affect the stability of the home or the child's placement in the home;</li> <li>i. Notify the Child and Family Services Agency or contracted agency of any criminal charges, investigations, or findings related to any crime alleged to have been committed by a household member;</li> <li>j. Adhere to licensing requirements;</li> <li>k. Make available any information or documents necessary for the completion of the licensure renewal process; and</li> <li>l. Notify the Agency or contracted agency of any over-payments at the time a resource parent becomes aware that an over-payment has occurred.</li> </ul>
	<p><b>Procedure D: Reporting Suspected Child Abuse and Neglect</b></p> <p>As parents to children in foster care, resource parents have the responsibility of protecting children and are in a unique position to observe signs of abuse and neglect. Because of the abuse or neglect that children in foster care have already suffered, it is especially important for resource parents to report any suspected child abuse and neglect so that children in care can receive the help they need.</p> <ul style="list-style-type: none"> <li>1. Resource parents shall immediately report any suspected incidents of child abuse or neglect to the Child Abuse and Neglect Hotline.</li> <li>2. Resource parents shall report suspected child abuse and neglect whenever it is suspected, regardless of whether the suspected incident took place at school, during a visit with the child's parents, or at another time.</li> <li>3. If the Child and Family Services Agency suspects abuse or neglect in the resource parent's home, the resource parent shall cooperate with the Agency's investigation.</li> </ul>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	6 of 14

### **Procedure E: Rights of Resource Parents**

Resource parents have many responsibilities to children in their care, to birth families, and to the Child and Family Services Agency or contracted agency. In turn, resource parents have the right to expect assistance from the Agency or contracted agency to help children be safe, improve their well being, and achieve permanency.

1. Resource parents have the right to receive the following from the Child and Family Services Agency and its contracted agencies:
  - a. Information clarifying resource parents' rights and responsibilities;
  - b. Inclusion in the development of any case plans and/or service agreements for each child in her or his care;
  - c. Notice of Family Team Meetings, Court hearings, and administrative reviews;
  - d. Information about the child's permanency plan, updated information as to the progress of the achievement of that plan, and the opportunity to provide input into the plan;
  - e. Written notice of a change in the child's permanency goal to adoption, of the availability of the adoption subsidy, that they have the right to seek to adopt the child, and of the applicable procedures if the resource parent is interested in adopting the child;
  - f. Information on payment criteria, including foster care board and care payments, clothing allowances, and any supplemental expenditures made to meet the child's needs;
  - g. Consideration of the resource parent's ability to provide for the needs of the household. If a resource parent has a financial problem, the Child and Family Services Agency or contracted agency shall assist the resource parent in accessing assistance through community resources;
  - h. Appropriate supportive services that will enable the resource parent to meet the unique needs of the child and deal effectively with problems inherent in the child's adjustment to care;
  - i. Prompt responses to crisis situations that may arise from the child's placement in the foster home, during business hours and after business hours through the On-Call program;
  - j. Assistance in preparation for the separation of the child from the foster care placement;
  - k. Provision of pre-service and in-service training;
  - l. Assistance in the selection, preparation, and completion of in-service resource parent training;
  - m. Maintenance of all pertinent records within the Agency or contracted agency on each foster child for whom the resource parent has cared;

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Relationship with Resource Parents	Foster Care	7 of 14

	<ul style="list-style-type: none"> <li>n. Visits in the home from the social worker to assure the foster child's adjustment to the placement. During the first eight weeks after a child is placed in the home, the social worker shall visit the child in the home frequently and should visit no less frequently than once a week. After the eighth week, the social worker shall continue to visit frequently, with the goal of visiting no less frequently than once every two weeks;</li> <li>o. Responses within 24 hours to telephone calls made to the Child and Family Services Agency and its contracted agencies;</li> <li>p. A fair hearing if an applicant for a foster home license or a licensed resource parent appeals a decision to deny, modify, suspend, convert, revoke, or take another action concerning an application or license; and</li> <li>q. A fair hearing for the resource parent, where the foster child has been removed from the home.</li> </ul>
	<p><b>Procedure F: Resource Parents' Record-Keeping</b></p> <p>Resource parents function in the role of parents to children in foster care. As such, resource parents must keep accurate records about the children placed in their homes. When children return home or achieve another permanency goal, they deserve to have their complete history in care documented.</p> <ul style="list-style-type: none"> <li>1. Social workers shall discuss the expectation of record keeping with resource parents.</li> <li>2. Resource parents shall maintain written records for every child in their care. A foster child's record shall include the following: <ul style="list-style-type: none"> <li>a. The child's name, birth date, and Medical Assistance number;</li> <li>b. The child's gender, race/ethnicity, and religion, if any;</li> <li>c. The name and telephone number(s) of the child's social worker;</li> <li>d. The name, address, and telephone number(s) of each person to contact in case of emergency and each person authorized to give medical consent;</li> <li>e. A record of the child's medical and dental appointments, illness and health problems, prescribed medications, and hospitalizations;</li> <li>f. Reports of the child's medical tests and any information or counseling received regarding chronic and handicapping conditions;</li> <li>g. A copy of any service agreement for the child;</li> <li>h. Dates of future Court or administrative reviews, any medical or other appointments, and planned activities;</li> <li>i. The dates that the child arrived at and departed from the foster home;</li> <li>j. A record of instances of another person taking the child from the home for visits or appointments, including the person's name and telephone number;</li> </ul> </li> </ul>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	8 of 14



	<ul style="list-style-type: none"> <li>k. A listing of the activities in the child's case plan for which the resource parent is responsible;</li> <li>l. School reports;</li> <li>m. A record of the child's memberships, activities, and participation in extracurricular activities; and</li> <li>n. Photos and mementos of the child's participation in family, school, and community activities that the child will take when he or she leaves the resource parent's care.</li> </ul> <p><i>For confidentiality requirements, see the Confidentiality Policy (forthcoming).</i></p>
	<p><b>Procedure G: Planning with the Agency or Contracted Agency</b></p> <p>Resource parents play a central role in promoting the safety, permanence, and well being of children. As daily caregivers, resource parents have thorough knowledge of children's needs. Resource parents must be encouraged to share that knowledge with the Child and Family Services Agency or contracted agency in the development of children's case plans.</p> <ol style="list-style-type: none"> <li>1. Resource parents shall take part in planning for the child and cooperate in pre-placement activities for any foster child to be placed in the home.</li> <li>2. Resource parents shall work with Agency and contracted agency staff in the development and implementation of case plans. The resource parent shall sign each case plan or amendment to the case plan affecting the resource parent.</li> <li>3. A resource parent may participate in administrative and judicial reviews for each child. The Agency or contracted agency shall give the resource parent ten business days notice of all judicial hearings and administrative reviews concerning each foster child in the resource parent's care.</li> </ol>
	<p><b>Procedure H: Working with the Birth Family</b></p> <p>Children in foster care deserve assistance in maintaining connections to their birth families. As daily caregivers, resource parents are in a unique position to facilitate those connections whenever possible. When a child's permanency goal is reunification, resource parents should actively facilitate reunification through working with birth parents, in adherence with the guidelines in the case plan.</p> <ol style="list-style-type: none"> <li>1. Resource parents shall work with birth parents in the following ways: <ul style="list-style-type: none"> <li>a. Maintain an attitude of respect and understanding toward the child's parents and family;</li> <li>b. Work with the child's family members as set forth in the child's case plan;</li> </ul> </li> </ol>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	9 of 14

	<ul style="list-style-type: none"> <li>c. Discuss with the social worker the visit plan between the child and his or her parents and family members in accordance with the case plan and facilitate visits between the child and the family when applicable and appropriate;</li> <li>d. Assist in maintaining and improving the child's relationship with her or his family, and support this relationship by helping with family visits, which, with the resource parent's input, may include visits in the resource parent's home;</li> <li>e. Tell the child's parents about events and happenings in the child's daily life;</li> <li>f. Serve as a role model for the child's parents; and</li> <li>g. Allow each child and the child's family members and friends to communicate by mail and by telephone in accordance with the child's case plan.</li> </ul>
	<p><b>Procedure I: Placement Changes for a Child in Foster Care</b></p> <p>Placement changes should happen rarely and should be planned whenever possible to support children's stability and achievement of permanency. Before placements and when placements change, therefore, resource parents must be part of the transition, unless it is not in the best interests of the child. The Child and Family Service Agency and its contracted agencies must meet with resource parents before or immediately after the placement change to assure the transfer of all information that supports the child's safety, well being, and eventual permanence.</p> <ul style="list-style-type: none"> <li>1. Family Team Meetings are required to be held for placement changes. When a placement change is anticipated, because of a resource parent's request or another reason, the social worker shall initiate a Family Team Meeting to be held before the placement change through a request to the Family Team Meeting Unit. For emergency placement changes, Family Team Meetings may be held within 24 hours following the placement change. <i>(See the Family Team Meeting Policy for information on Family Team Meetings.)</i></li> <li>2. Prior to a placement, the child's social worker should schedule a meeting with the proposed resource parents at the resource parents' home to discuss the potential placement.</li> <li>3. A resource parent shall give 10 business days notice when requesting that the Child and Family Services Agency or contracted agency remove a child from the home, unless the child presents an imminent danger to himself or herself or to others in the home, or there are other emergency circumstances warranting removal, as assessed by the Agency or contracted agency.</li> </ul>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	10 of 14

	<p>4. The Child and Family Services Agency or contracted agency shall give a resource parent at least 48 hours notice prior to removing a child from the placement if the child is in shelter care. In the case of an emergency, the Agency or contracted agency shall provide notice as far in advance as possible, but shall give notice no later than 24 hours (excluding weekends and holidays) after the change in placement.</p> <p>5. The Child and Family Services Agency or contracted agency shall give a resource parent at least 10 days notice prior to removing a child from the placement if the child has been committed to the Agency. In the case of an emergency, the Agency or contracted agency shall provide notice as far in advance as possible, but shall give notice no later than 24 hours (excluding weekends and holidays) after the change in placement.</p> <p><i>For details on changes in placement, see the Placement &amp; Matching Policy.</i></p>
--	--

	<p><b>Procedure J: Positive Discipline</b></p> <p>Resource parents must always be sensitive to children's histories and the reasons they are in foster care. Especially because all children in foster care have suffered abuse or neglect, resource parents must only discipline using techniques that are age-appropriate and emphasize encouragement. The Child and Family Services Agency and its contracted agencies shall consistently communicate these expectations to resource parents. In addition, the Agency and its contracted agencies shall provide on-going training, information, and support to its resource parents to help them develop knowledge of children's mental health and behavioral needs and behavior management techniques, as well as the skills to respond to situations appropriately.</p> <ol style="list-style-type: none"> <li>1. Resource parents shall teach and guide children with techniques that stress praise and encouragement.</li> <li>2. Resource parents shall establish well-defined rules that set the expectations for and the limits on behavior.</li> <li>3. Discipline shall be appropriate to the age and handicapping condition, if any, of the child.</li> <li>4. Discipline shall be related in time, nature, and severity to the behavior it is designed to correct.</li> <li>5. No resource parent shall subject a child to physical, emotional, or verbal abuse, derogatory remarks about the child or family members, or threats of removal from the foster home.</li> <li>6. Resource parents shall not use forms of discipline that involve cruel, severe, or humiliating actions, including, but not limited to: <ol style="list-style-type: none"> <li>a. Physical punishment inflicted in any manner upon the body;</li> <li>b. Physical restraints;</li> <li>c. Denial of balanced nutrition, clothing, or shelter;</li> </ol> </li> </ol>
--	---

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	11 of 14

	<ul style="list-style-type: none"> <li>d. Denial of visits, telephone calls, or mail contact with family members, social workers, or attorneys; and</li> <li>e. Assignment of strenuous exercise or work to the point of endangering the health of the child.</li> </ul> <ol style="list-style-type: none"> <li>7. If separation or a time-out technique is used as a discipline measure, the resource parent shall provide it in an unlocked, well-lit, well-ventilated room within hearing distance of a responsible adult. Time limits on any such punishments shall be reasonable and age-appropriate. The use of time-out is inappropriate for children under the age of two.</li> <li>8. A resource parent shall not punish a child for bed-wetting or any action regarding toilet training. Age-appropriate behavior modification may be used as appropriate.</li> <li>9. A resource parent shall take steps to ensure that any other person providing care to a foster child adheres to the requirements of this section.</li> </ol>
--	--

	<p><b>Procedure K: Health Care</b></p> <p>Resource parents have important responsibilities in attending to children's health care, including their mental health care. At the same time, there are limits on their authority for handling children's health and mental health needs.</p> <ol style="list-style-type: none"> <li>1. Resource parents shall have the following responsibilities with respect to the coordination of children's health care: <ul style="list-style-type: none"> <li>a. To ensure the child's enrollment in DC KIDS; and</li> <li>b. To cooperate with DC KIDS and the Office of Clinical Practice in identifying, planning for, and meeting the health care needs of the child.</li> </ul> </li> <li>2. Resource parents shall not consent to health care for children in their care. Resource parents shall notify the Agency or contracted agency immediately of any situation requiring consent to health care.</li> <li>3. Resource parents shall have the following responsibilities with respect to children's health care appointments: <ul style="list-style-type: none"> <li>a. To make and keep all health care appointments for the child; and</li> <li>b. To transport each child to all health care appointments. Assistance from the Agency or contracted agency may be provided under special circumstances.</li> </ul> </li> <li>4. Resource parents shall have the following responsibilities and limitations with respect to children's medications: <ul style="list-style-type: none"> <li>a. Prescription medications shall be given to a child only on the instructions of a physician or other licensed medical practitioner. The resource parent shall supervise and administer the exact amount of the medication; and</li> </ul> </li> </ol>
--	--

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	12 of 14

	<p>b. The resource parent shall inform the Agency or contracted agency within one business day if a licensed medical practitioner prescribes any medication that is to be taken for more than five days.</p> <p>5. Resource parents shall provide nutritionally balanced diets adequate for children's growth and development.</p> <p><i>For more information, see the forthcoming Healthcare Management Policy.</i></p>
	<p><b>Procedure L: Clothing and Personal Belongings</b></p> <p>It is expected that the board rate resource parents receive will be used to provide clothing and personal belongings to children in care. Clothing and personal belongings are important for children's memories and sense of stability. The Child and Family Services Agency and its contracted agencies shall communicate its expectations that resource parents shall be sensitive to the importance of clothing and belongings and shall provide and maintain these for children in their homes.</p> <p>1. Resource parents shall fulfill the following responsibilities regarding children's clothing and personal belongings:</p> <ol style="list-style-type: none"> <li>Provide each child with his or her own clean, well-fitting, attractive, and seasonal clothing appropriate to the child's age, gender, and individual needs, and comparable to community standards. The purchase of this clothing shall come from the money allotted within the foster care board and care payments;</li> <li>Permit the child to choose her or his own clothing whenever possible;</li> <li>Allow each child to bring and acquire personal belongings, and provide reasonable and private child-accessible space for storage;</li> <li>Send all personal clothing and belongings with each child when the child leaves the home. A resource parent should send any clothing when a child leaves the home unless the clothing is too small for the child and would not fit a sibling who is in placement with the child;</li> <li>Ensure that each child has sufficient suitcases, backpacks, or trunks for the transportation of the child's personal clothing and belongings. The Agency or contracted agency shall ensure that each child has sufficient containers to hold all of the child's clothes and belongings when the child is placed in the home. The resource parent shall ensure that the child leaves the home with sufficient containers to hold all of the child's clothes and belongings; and</li> <li>Maintain an annual updated clothing inventory for each child in her or his care. <i>(see Attachment B)</i></li> </ol>

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
Relationship with Resource Parents	Foster Care	13 of 14

	<p><b>Procedure M: Confidentiality</b></p> <p>Resource parents have access to confidential information about foster children and birth families to enable them to promote the safety, permanence, and well being of children. The sensitive nature of such information requires the Child and Family Services Agency and its contracted agencies to communicate confidentiality requirements to resource parents and resource parents to adhere to these requirements.</p> <ol style="list-style-type: none"> <li>1. Resource parents shall maintain the confidentiality of all information about a foster child and the birth family.</li> <li>2. A resource parent may transmit information about a foster child or the birth family only in accordance with District law: <ol style="list-style-type: none"> <li>a. To the Child and Family Services Agency and its representatives;</li> <li>b. To contracted agencies and their representatives;</li> <li>c. To the child's parent;</li> <li>d. To the child's attorney;</li> <li>e. To the child's guardian ad litem;</li> <li>f. To the parent's attorney;</li> <li>g. As authorized by the Agency or contracted agency in order to provide services to the child;</li> <li>h. As necessary for the provision of medical, mental health, or educational services; and</li> <li>i. In accordance with a Court order.</li> </ol> </li> </ol> <p><i>See the Confidentiality Policy (forthcoming) for detailed requirements.</i></p>
<b>VIII. Professional Standards</b>	

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
Relationship with Resource Parents	Foster Care	14 of 14

## RECEIPT OF PASSPORT PACKET

Date: \_\_\_\_\_

Child Name: \_\_\_\_\_

Delivered By: \_\_\_\_\_  
Print Name Title Signature

Received BY: \_\_\_\_\_  
Print Name Signature

This form is to acknowledge that when the above named child was placed, A Passport Packet was also provided containing all available information.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **PASSPORT PACKET**

**THE INFORMATION CONTAINED IN THIS FOLDER  
IS CONFIDENTIAL. ONLY THOSE AUTHORIZED BY CHILD  
AND FAMILY SERVICES AGENCY OF THE DISTRICT OF  
COLUMBIA MAY HAVE ACCESS TO THIS INFORMATION.**

**IF YOU ARE NOT AN AUTHORIZED PERSON, PLEASE  
RETURN THIS FOLDER TO:**

**CHILD AND FAMILY SERVICES AGENCY  
400 6<sup>TH</sup> ST. SW  
WASHINGTON, DC 20024**



## INTRODUCTION

This Information Packet is designed to be an interactive set of documents to be regularly used and reviewed by social workers, foster Care Providers and foster home monitors. The goal is to enhance the communication among those charged with the responsibility of providing quality, comprehensive care to a child who is a ward of the District of Columbia.

This set of documents represents the “passport” for a child moving through the system of care. This Passport should be in the possession of the person charged with the child’s care. These documents are confidential and should be treated in a manner that will maintain the privacy of the child.

Different persons involved in the child’s life will have different responsibilities for completing and maintaining this information. These individual responsibilities are outlined in the following pages.

## CPS Social Worker

The following elements should be completed in the Passport Packet by the investigating social worker:

1. Photo of child with a written physical description on the back;
2. Child Summary
3. Medical Screening Form;
4. Clothing Voucher

This information should be placed in the packet and given to the Foster Care Provider when the child is placed. The investigating social worker is responsible for completing the Placement Information in FACES within 48 hours or by the time the FTM occurs and the case is transferred. The completed Placement Form should be added to the packet on the initial home visit which should occur within seven days of the case transfer.

When the child is placed, the assigned caregiver should complete the Receipt acknowledging that the packet was received with the child. The person who placed the child is responsible for returning the Receipt to the Agency and placing it in a designated point of collection.

### Ongoing Social Worker

The ongoing social worker assigned to the child will be responsible for providing the following information to the Foster Care Provider for placement in the Passport Packet:

1. Placement Form (Can be printed from FACES);
2. Copy of Birth Certificate;
3. Copy of Social Security Card;
4. Copy of Immunizations;
5. Medicaid Card;
6. Copy of Court Orders;
7. Visitation Plan;
8. Copy of (IEP) Individual Education Plan
9. Copy of Medical Reports;
10. Day Care/Camp Information

These documents should be added to and updated during each monthly visit with the Foster Care Provider. The Social Worker and the Foster Care Provider should jointly complete a notation in the “History” section noting milestones or events that have occurred since the last visit to the home. The Social Worker should also review any notations made by the Foster Care Provider in the “Noted Concerns” section. This is an interactive set of documents which should be consulted during every home visit with the foster Care Provider. As information becomes available to the worker, copies should be made for addition to the Packet.

When there is a change in placement, the Passport Packet should accompany the child. For each placement, a new Child Summary should be completed with updated information regarding the prior placement. In addition, a signed Receipt should be completed at the placement and returned to the Agency and submitted to the designated point of collection for each Administration.

### Foster Care Provider

Foster Care Providers are responsible for the following components of the Passport Packet:

1. Report cards;
2. Overnight Forms;
3. History (Completed with Social Worker)
4. Noted Concerns

The Foster Care Provider should add materials to the Packet as they become available from the school, medical provider, etc.

The “History” section should be completed with the Social Worker at the monthly home visit at the foster Care Placement.

Developmental milestones and special events or achievements should be noted in this section.

The “Noted Concerns” section provides a place for the Foster Care Provider to note concerns to be addressed with the Social Worker. These include non-emergency types of observations or behaviors which may emerge as a concern but not require immediate attention. It would also be helpful to include interventions which appeared to be helpful for the child.

## TABLE OF CONTENTS

### INTRODUCTION

CPS Social Worker Responsibilities

Ongoing Social Worker Responsibilities

Foster Care Provider Responsibilities

- I. General Information
  - A. Photo
  - B. Child Summary
  - C. Placement Form
  - D. Clothing Voucher
  - E. Birth Certificate
  - F. Social Security Card
  - G. Visitation Plan
- II. Court Documents
  - A. Names and Numbers
  - B. Court Orders
- III. Education
  - A. Educational Contacts
  - B. IEP
  - C. Report Cards
- IV. Medical
  - A. Medical Provider Contacts
  - B. Immunization Record
  - C. Medicaid Card
  - D. Medical Screening
  - E. Medical Reports
- V. Activities
  - A. Overnight Permission Slips
  - B. Day Care
  - C. Camps
- VI. History
- VII. Noted Concerns
- VIII. Resources

## I. GENERAL INFORMATION

<u>Document</u>	<u>Date Placed In Packet</u>
Photo of Child Physical Description Written on Back)	_____
Child Summary	_____
Placement Form	_____
Clothing Voucher	_____
Birth Certificate	_____
Social Security Card	_____
Visitation Plan	_____
Other	
_____	_____
_____	_____
_____	_____

**II. COURT DOCUMENTS**

Assigned GAL

(Tel. #)

DC Judge

Court Orders

<u>Document</u>	<u>Date Placed In Packet</u>

### III. EDUCATION

School \_\_\_\_\_  
Grade \_\_\_\_\_  
Educational Advocate \_\_\_\_\_  
(Tel. #) \_\_\_\_\_

Document

Date Placed In Packet

IEP \_\_\_\_\_

Report Card \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## IV. MEDICAL

Medical Provider

Contact #

Mental Health Provider\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Document

Date Placed In Packet

Immunization Record

\_\_\_\_\_

Medicaid Card

\_\_\_\_\_

Screening Form

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Report

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## V. ACTIVITIES

Document

Date Placed In Packet

Overnight Permission

\_\_\_\_\_

Day Care

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Camps

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. HISTORY

This section is to be completed by Foster Care Providers and Social Worker during home visit. Please note developmental milestones and significant events in the child's life so the child can maintain a history of his/her development.

[illegible]

[illegible]

[illegible]

## VII. NOTED CONCERNS

This section is to be completed by Foster Care Providers. Please note any behavioral concerns or developmental concerns. Also, please note interventions and parenting tips that have been observed to be effective with this child. These are issues which are to be discussed with the social worker but may not merit a telephone call to the worker at the time it occurred.

[illegible]

[illegible]

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.



## Attachment B

### Clothing Inventory

Item	Condition	Numbers of Items Needed
<b>Underwear</b>		
Shirts/Bras (7)		
Briefs/Panties (7)		
Socks (7)		
Pajamas (2)		
Slippers (1)		
Robe (1)		
<b>Personal Hygiene</b>		
Tooth brush (1)		
Comb/Brush (1)		
Toilet items		
<b>School clothes</b>		
Uniforms (7)		
Dress shoes (1)		
Gym shoes (1)		
School shoes (1)		
Shirts /Blouses (7)		
Pants/J Jeans (7)		
Sweaters (5)		
Dress /Suits (3)		
Overcoat (1)		
Raincoat (1)		
Boots (1)		
Hat/Gloves (2)		
Jackets (1)		
Book bag (1)		
<b>Summer wear</b>		
Shorts (7)		
Tee shirts (7)		
Sandals (1)		

<b>Infants /Babies</b>		
Diapers (7 days)		
Gowns/Sleepers (7)		
Blankets (4)		

\*\*\*Listed are standard items of clothing to accompany a child at the time of placement. Should these items not be provided, or in poor condition at the time of placement, CFSA will provide an initial clothing voucher to secure needed items. If the child is moving from one CFSA placement to another, the parent or caretaker will be responsible for these standard clothing items. CFSA parents/caretakers should keep copies of receipts for all clothing purchases made with the voucher. A copy of this inventory should be kept by the parent/caretaker, and a copy placed in the child's record. \* Whenever possible children's clothing should be moved in suitcases, not trash bags. Suitcases are available from Volunteer Service dept.

CFSA Parent/Caretaker: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Worker: \_\_\_\_\_ Date: \_\_\_\_\_